

Instructions for Fill-in and Self Calculation

Forms

Acrobat Toolbar Functions

When you install the Acrobat Reader and download a self-calculation or “fill-in” form, you will see a toolbar at the top of the document like this:



The Hand Tool will most likely be pre-selected the first time you use Acrobat Reader. This tool allows you to fill in the tax forms online. This tool is selected when the cursor appears in the shape of a hand like the one pictured on the button.

With a self calculation form on the screen first note that the yellow highlighted areas are the only fields that data can be entered in. The “fill-in” forms are not highlighted and data can be entered in all fields. Complete only the fields that pertain to you. Do not enter zeros. In some cases it is only a few lines because the form will calculate and automatically fill the data in on the rest of the form. Move the hand tool over a portion of the form to be filled in. You will notice that the hand icon changes to a text icon, which looks like a capital letter I. This means that this is an area of the form that you are able to fill in using your keyboard. Also, a message to assist you will appear below the text box you are about to fill in. After you fill in that text box, move your mouse to another field to fill it in. Note: You may also use the TAB button on your keyboard to advance to the next field.

You also notice a yellow note pad icon located throughout some of the forms. Double click on the icon for extra help and instructions. To close the message click anywhere in the note box and an X will appear in the upper left hand corner. Click on the X to close.

There is also a “clear form” icon on the top portion of each form. At any time you want to clear the data out of the form and start over, click the icon that looks like this.

